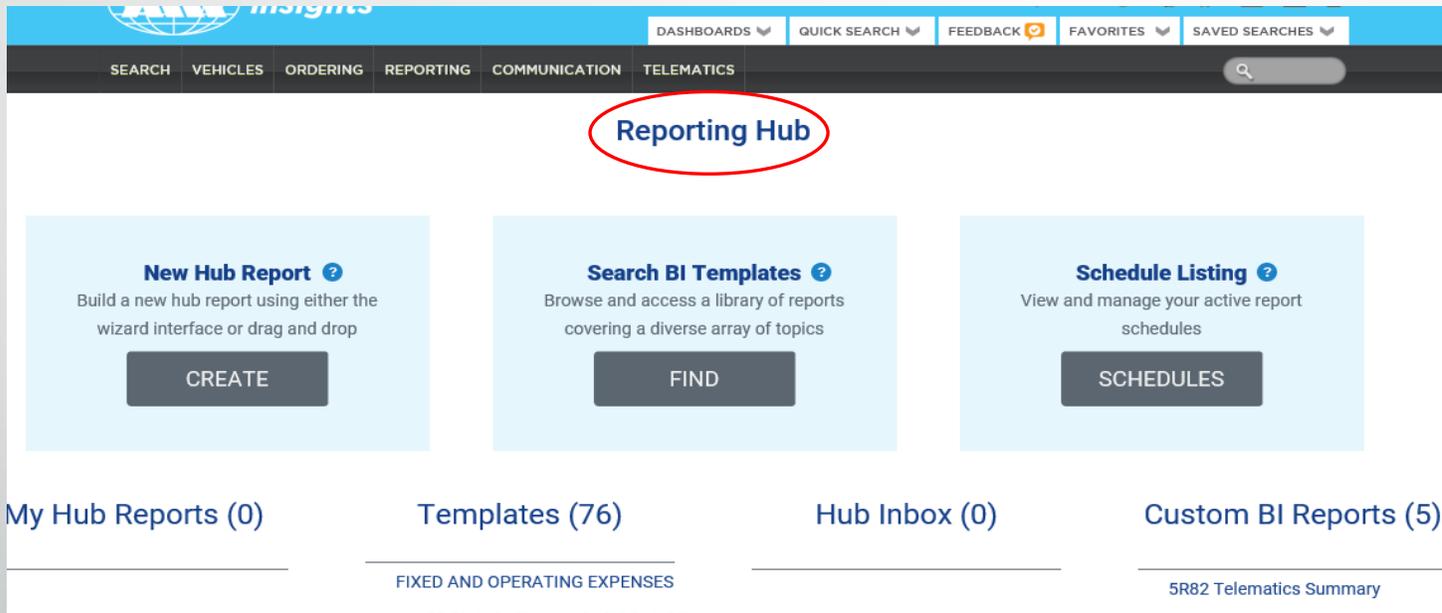


Steps to Run a “Fuel and Tank Exception” Report in ARI

In ARI Insights, click on the Reporting tab in the top black ribbon then click on Reporting HUB

- REPORTING
- COMMUNICATION
- Dashboard Home
- Dashboard Store
- Fleetstats Reports
- Reporting Hub
- Reporting Template Search



Click Find in the Search BI Templates box.

SEARCH VEHICLES ORDERING **REPORTING** COMMUNICATION TELEMATICS

Find Reports (Client)

Easily filter the listing of reports by selecting from the drop downs or using the Keyword search

Country: USA

Report Topic: Fuel

Search Term: Enter Keyword

Search

Use a keyword to search report titles and descriptions

Reports

Report Name	Description	Report Type	Report Access Count
PIN REPORT AND LAST PIN TRANSACTION	PIN transaction and last use date	Fuel	1579
FUEL STATISTICS AND MPG	Counts by client, division, asset type. Usage by client, division, asset type. MPG by asset type.	Fuel	1426
FUEL REPORT	Transactions, Co2, Expense by fuel type, cost per Gallon, CPG/month, Drivers and PINs, Month and Quarter	Fuel	1210
FUEL AND TANK EXCEPTION-WEX	Exception reporting for: Tank Capacity Violation Premium Fuel Purchase Mismatched Fuel Types Non-Fuel Purchase Multiple Transactions in a day	Fuel	1052
FUEL PROGRAM UTILIZATION	Fuel Program Utilization: Number of vehicles on Program vs. number of vehicle using program.	Fuel	667

- In the Report Topic field dropdown, click “Fuel” and hit Search button
- Click on “Fuel And Tank Exception” in the Report Name box and it will bring up the Prompts Screen

Fuel and Tank Exception-WEX

Fuel and Tank Exception-WEX From 3/1/18 to 6/30/18

of Fuel Tank Exceptions: Amount of Premium Fuel: \$ Last Refreshed:

Prompts

Reply to prompts before running the query.

- Enter Transaction date(Start): 04/01/2020
- Enter Transaction date(End): 04/30/2020

Enter Transaction date(End):

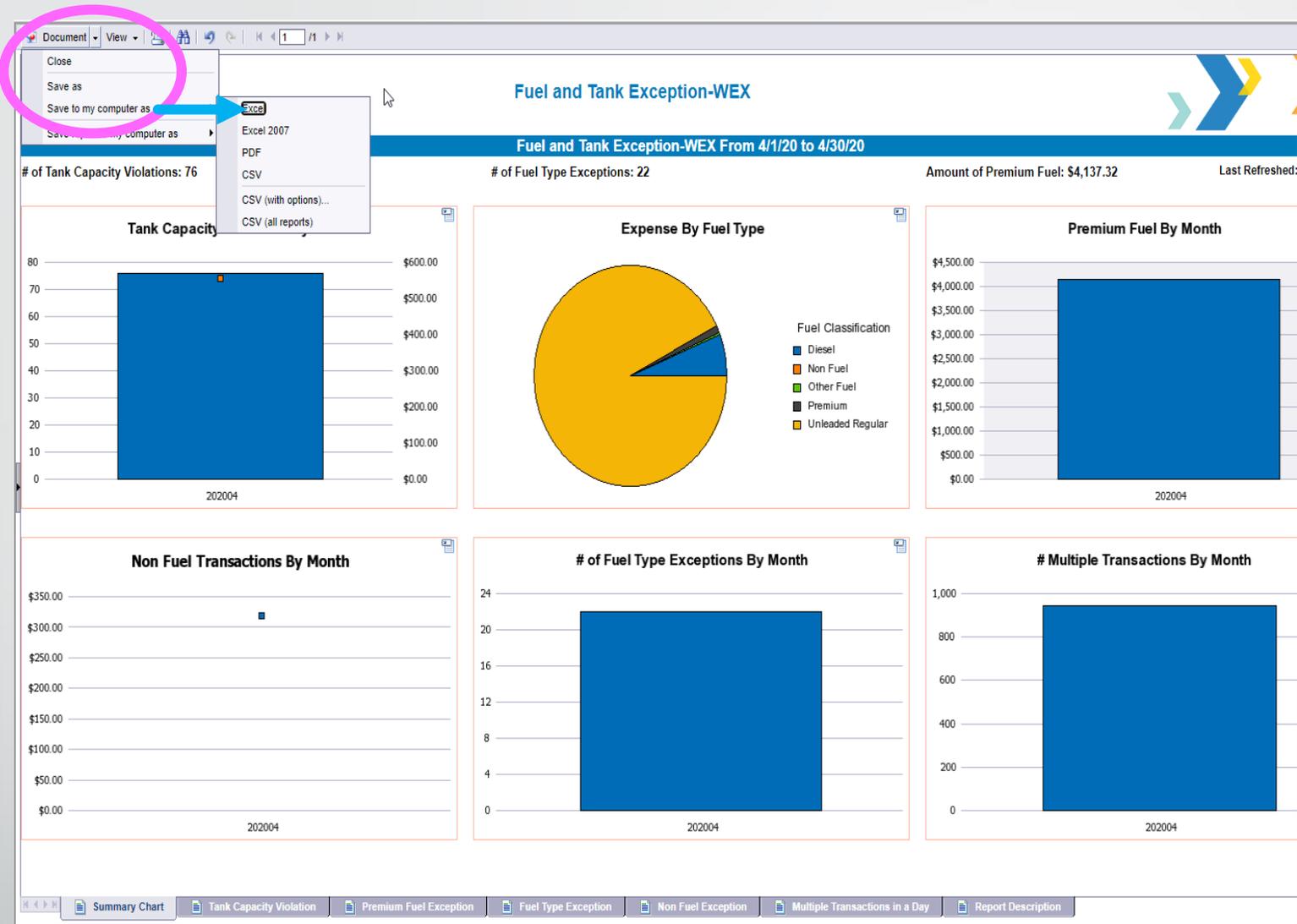
04/30/2020

More Information

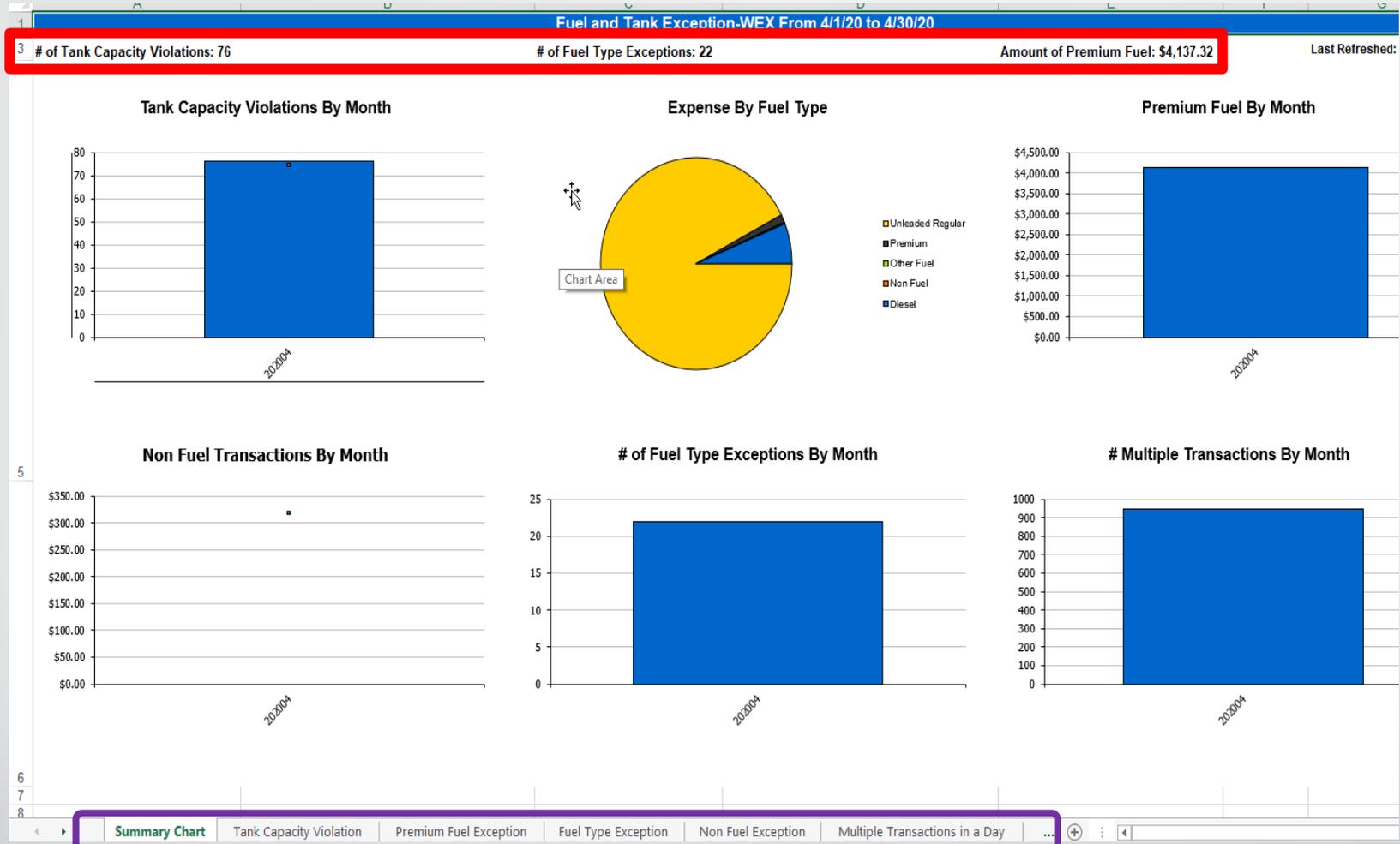
Select or type the values you want to return to reports for each prompt displayed here.

Run Query Cancel

- Enter your beginning and ending dates in the appropriate fields and click “Run Query”.



- Once the report comes up click the “Document “ dropdown in the top left corner and “Save to My Computer As....“Excel” to export the file.
- Once the report downloads you will be able to save it.



- The downloaded report looks like this when you open it.
- At the top you will find relevant totals for the reporting period.
- Along the bottom are tabs for worksheets containing a variety of information.
- If you ever have questions please don't hesitate to contact Fleet Management
- Email: Fleet@wv.gov or call (855) 817-1910